



## Directions for Updating KHRIS ESS Contact Information

1. Open Internet Explorer then go to [KHRIS.ky.gov](http://KHRIS.ky.gov) and log in to KHRIS ESS.
  - a. **Current KHRIS ESS users**  
Enter your KHRIS User ID and password and click “Log on.” If this is the first time you have used KHRIS this year, read the user agreement, enter your full name and click “I agree.”
  - b. **New KHRIS ESS User**  
Click the “Forgot/Reset Password or New User” link. Enter your KHRIS User ID and click “Validate.” For security purposes, you must provide the following information: *Last Name, Zip Code, Date of Birth, and Social Security number*. Click “Authenticate.” If your information has been validated, a temporary password displays. Write this down or copy it. Click “Exit.” Back at the main page [KHRIS.ky.gov](http://KHRIS.ky.gov), type your KHRIS User ID and temporary password. Click “Log On.” You will now be prompted to change the temporary password. Type your temporary password created above, create a new password, and confirm your new password by typing it again. Click “Change.”
2. Once logged in, click “Personal Information” in the panel on the left of the screen or the “Addresses” link under Personal Information. In the Permanent Residence section, click “edit.” Update your home address, phone number(s) and work/personal e-mail addresses. If these changes are immediate, click the “Valid as of Today” button, otherwise, click the “Valid as of a Future Date” button and enter the effective date of the change.
3. Once you have completed your entry, click “Review.” If correct, click “Save,” otherwise click “Previous Step” and revise your entries. Once complete, click “Log off.”